



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
3300 NEWPORT BOULEVARD, BLDG. C
NEWPORT BEACH, CA 92658-8915
(949) 644- 3200**

Memorandum

To: Zoning Administrator
From: Melinda Whelan, Assistant Planner
Date: 11/27/2012
Re: 613 Poppy Avenue Home from Home Child Day Care Minor Use Permit Application
PA2012-127 for Use Permit No. UP 2012-021

The referenced application to expand an existing small child day care into a large child day care has been withdrawn by the applicant pursuant to the attached email sent to staff on November 27, 2012.

Whelan, Melinda

From: Whelan, Melinda
Sent: Tuesday, November 27, 2012 3:37 PM
To: Whelan, Melinda
Subject: FW: Kate Martin's application to withdraw request for the Use Permit No. 2012-021

11/27/12

Dear Melinda Whelan,

I would like to formally withdraw my application for a Use Permit No. 2012-021 as I understand that this is no longer a necessity as I agree to care for a maximum of eight children a day, four of whom will be infants, at my childcare facility. I fully understand that if I exceed the amount of eight children then I would be required to reapply for another Use Permit from the City of Newport Beach.

I also understand that I am no longer required to provide two parking spaces in my carport for the parents to use when they bring their children to my home at 613 Poppy Avenue, in Corona del Mar. In conclusion, I would like to take this opportunity to thank you for your all your help and guidance.

Yours sincerely,

Kate Martin.